2004 Summer Employment Program for College Students

General Overview

Get acquainted with the challenges and opportunities at the Securities and Exchange Commission through our Summer Employment Program. The Summer Employment Program is designed for current students who want to explore various career opportunities with the SEC and be compensated for a summer of hard work.

Office support duties include but are not limited to: answering telephones and other receptionist-related duties; filing and maintaining office files; typing and/or using a computer terminal to perform various office functions including initial entry of drafted materials using a variety of computer software packages; reviewing outgoing correspondence for correct format, grammar, punctuation and typographical errors; photocopying and assembling reports and briefings for distribution, etc. Individual projects will be assigned according to the skill set and interests of the student.

It's our policy to provide an open, systematic and equitable assignment process that assures that positions are filled with the best-qualified individuals. New-hire applicants for the Summer Employment Program are appointed on a competitive basis according to Office of Personnel Management guidelines. Selections are based on job-related criteria in line with merit principles.

Vacancy Number: SUMMER-2004

- The U.S. Securities and Exchange Commission begins accepting applications for the summer employment program beginning January 2nd of each year. Positions are temporary and designed for undergraduate and graduate students, although some high school positions may also be available.
- Summer appointments are made specifically during the months of May through August and are Not-to-Exceed (NTE) 10-weeks.
- Applications will be accepted continuously throughout the summer season until all positions are filled.
- Applications for our Washington D.C. and Virginia locations are kept in a central location for managers to review. Students will be contacted directly, if selected for an interview.
- The Regional and District Offices receive applications directly. Students will be contacted, if selected for an interview. For a current listing of SEC Regional and District Offices, please click here.
- Due to the volume of applications received, applicants **will not** be notified of non-selection.
- A student who is not a U.S. citizen may apply provided he/she has been lawfully admitted to the U.S., possesses a valid work permit, and is a resident of a country, which is an ally of the United States.

Please note: Most interviews for summer positions take place in April and May of each year, so students applying after that time may be less likely to find positions available.

Eligibility Requirements

To apply for the summer employment program, candidates must:

- Be at least 16 years of age at the time of appointment

- Be *currently* enrolled as a degree seeking student, on at least a half-time basis (determined by the particular school or university) in an:
  - accredited technical or vocational school; *or*
  - 2 or 4 - year college, university or graduate or professional school.
- Have a *cumulative* GPA of *2.5 or better on a 4.0 scale.*

Who is not eligible:

- Students graduating in May 2004 *are not* eligible for summer 2004 positions, because you will no longer be enrolled in a school or university for the coming fall semester.
- Relatives of SEC employees *are not* eligible to apply, since these are non-competitive appointments.

Exception: Students who are graduating in May 2004…*but*…are continuing their education in the Fall 2004 semester (ex: graduate school/law school) **may apply**.
Students in this category must show proof of continuing their education in the Fall by submitting:

- a copy of the acceptance letter into the college or university you plan to attend; or
- a copy of the application you submitted to the college or university you plan to attend, pending acceptance. Students should indicate the date you expect to receive notification of acceptance from that college or university.

Types of Positions and Qualifications Required

Generally, students hired will perform a variety of administrative, research, and program related duties.
Duties given will depend on specific office assignments and level of education.
To qualify candidates must possess the following:

GS-2 positions - High school **or** equivalent degree;
GS-3 positions - 1 year of education above high school;
GS-4 positions - 2 years of education above high school;
GS-5 positions - Completion of a 4 year course of study leading to a Bachelor's degree;
GS-7 positions - 1 full year of graduate education;

Knowledge, Skills, and Abilities Required

1. Ability to learn general office administrative and clerical procedures for distribution of mail and filing of office documents.
2. Ability to learn office organization and functions sufficient to receive visitors, answer telephone calls and assist in scheduling of staff appointments and office events.
3. Skills in communicating effectively
4. Knowledge of grammar, spelling, capitalization and punctuation commonly used in office correspondence and reports.
5. Ability to effectively use computer applications for word processing, e-mail, internet research and spreadsheets.

How To Apply

Interested applicants must submit the following application materials below:

- Resume, Optional Form OF-612, and/or SF-171, Application for Federal Employment.
  Application *must* include:
  - Date of Birth;

- Region you would like to work (i.e. Washington D,C,);
- Country of citizenship
- Expected date of Graduation
- Copy of most recent transcript/grade report from **Fall 2003** to verify cumulative GPA of 2.5 or better on a 4.0 scale and current enrollment.
- Statement on application indicating current typing speed (required for office automation/typing positions)

Applicants who fail to submit the required information will not receive consideration.

Where To Send Applications

Students interested in positions in the Washington D.C. or Virginia locations, should mail their application material to the following address:

> U. S Securities and Exchange Commission
> Office of Administrative and Personnel Management
> Attn: Summer Employment Program Coordinator
> 6432 General Green Way, M/S O-1
> Alexandria, VA 22312

Students interested in working for one of our Regional or District offices should apply directly to that office. For current listing of addresses, click here
We appreciate your interest in the Commission. We look forward to hearing from you in the near future.

Equal Employment Opportunity

All candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, national origin, marital status, or disability.